

The following was posted on August 28, 2003.

Questions and EPA's answers for potential offerors for RFQ # DC-03-00337

The following is a list of all questions and answers received on or before, August 26<sup>th</sup>, 2003 pertaining to RFQ# PR-03-00337, "Support for 2004 Freshwater Spills Symposium."

1. **I have been contacted by our local Jefferson Parish (county) Environmental, a division of EPA, requesting the exact same program over a separate set of dates in June. Is this conference working with the local government?**

No, this solicitation is not related to the June 6<sup>th</sup> conference.

2. **How much space is required for the exhibits and the Speaker Ready room?**

We are still in the planning stages for the exhibits-as they may include table tops, visual demonstration, 10' x 10' booths, etc. We believe that 1000-2000 square feet for exhibit room should be sufficient, however we will take into consideration any set-up or size that is functional. The speaker ready room can be smaller than the exhibit room. No special electricity requirements are needed for either of these rooms.

3. **Would you consider having the break out meeting in theater style?**

No, we need classroom style set-up for the breakout rooms.

4. **When does the group start to arrive and when does the meeting start?**

The majority of the people will arrive on the night of April 5<sup>th</sup>, the meeting will start at 8:00am on April 6<sup>th</sup>.

5. **What type of exhibits will you have April 6-8 (Table Tops, Booths)? Will these exhibits need electrical hookups?**

We are still in the planning stages for the exhibits-as they may include table tops, visual demonstration, 10' x 10' booths, etc. Yes, we would need electricity.

6. **Is the plenary session only needed for April 6?**

Yes, the plenary session room is only needed on the morning of April 6.

7. **Can the breakout rooms be set Theater Style?**

See question number 3 above.

8. **Could you please call or email me and let me know what type of set-up is needed for your 4 breakouts and if food and beverage needs are required?**

All necessary requirements for the solicitation are outlined in the statement of work.